

19.150 SEPARATION FROM DEPARTMENT SERVICE: RESIGNATION/RETIREMENT

Reference:

Collective Bargaining Agreement Between the City of Cincinnati and FOP Queen City Lodge 69
Standards Manual - 22.2.2

Purpose:

Establish resignation/retirement guidelines for Police Department personnel to follow.

Provide an orderly manner in which the Police Department can retrieve department issued property from separating personnel.

Allow the Police Department to get information about the reason(s) for the employee terminating employment.

Establish a fair procedure for retiring personnel to buy their department issued firearm.

Policy:

A sworn employee selecting Retirement Option 1, as defined in the current labor agreement will relinquish all police authority. The position held by the officer will be declared vacant.

Procedure:**A. Voluntary Resignation:**

1. Sworn or non-sworn employees contemplating voluntary resignation will:

a. Contact Employee Relations Unit to coordinate the exiting process.

1) Employee Relations Unit will:

a) Explain to sworn employees all benefits, etc.

b) Refer non-sworn employees to City Retirement

c) Provide employees with a Resignation Form (Form 33)

- 2) After employees complete and sign the Form 33, they will immediately fax a copy to the Personnel Section and Chief's Office.
 - a) Route the original copy of Form 33 through the chain of command.
 2. Sworn employees will if possible, notify the unit commander on a Form 17 at least two weeks before their effective day of resignation.
 - a. The Form 17 must state the last day the member will work. Resignation will be effective the first day after the employee's last day on the City payroll.
 3. Employee Relations Unit will contact the police psychologist to schedule an exit interview for sworn and non-sworn employees.
 - a. The exit interview will become part of the confidential file maintained by the police psychologist.
 - 1) The results of the exit interviews will be compiled by the police psychologist and periodically forwarded to the police chief.
 - b. Off duty personnel will be compensated according to the provision of the current labor agreements.
 3. A sworn employee desiring return of pension fund contributions must complete an Application for Refund of Accumulated Contributions form.
 - a. The form is available through Employee Relations Unit or the Police and Fire Pension Fund.
- B. Retirement:
1. Sworn Police Department employees anticipating retirement will:
 - a. Contact Employee Relations Unit to coordinate the exiting process.

- b. If possible, notify the unit commander on a Form 17 at least two weeks before their effective day of retirement. The Form 17 must state the last day the member will work. Retirement will be effective the first day after the employee's last day on the City payroll.
 - 1) The unit commander will sign and forward the Form 17 to the bureau commander. The bureau commander will sign and forward the Form 17 to the Police Chief, who will forward it to the Police Personnel Section.
 - c. Complete and sign all forms requested by the Employee Relations Unit.
- 2. Employee Relations Unit will explain pension benefits, hospital insurance, etc.
 - 3. A lump-sum payment will be made for accumulated sick, compensatory, vacation time, shift differential and prorated longevity pay per the present labor agreement.
- C. District/Section/Unit Responsibilities:
- 1. Districts/sections/units commanders will ensure hand delivery of all time records (computer printout of Holiday, Compensatory Time, and Fair Labor Standards Act [FLSA] balances, court and overtime slips, leave of absence and shift differential forms) and the employee's personnel jacket to Employee Relations by the end of the next business day following the separation.
 - a. The unit commander will verify the computer printout balances, shift differential total and clothing allowance.
 - b. The timekeeper will complete an Employee Separation Time Report (Form 400) documenting payroll activity for the last 14 days of employment.

D. Return of Department Owned Equipment:

1. The separating employee's unit commander is responsible for the return of department owned equipment.
 - a. An employee separated from department service for any reason will:
 - 1) Obtain a Police Department Uniforms and Equipment form (Form 624) from Employee Relations or Supply Unit.
 - 2) Return to the Supply Unit all equipment listed on the Form 624, where applicable. Return radios, pagers, etc., to the district/section/unit commander. Do this on the last day worked.
 - a) The unit of assignment is responsible for collecting MUTT, CPI, and NTA books.
2. Supply Unit checks all records and returned equipment against the Form 624, verifying the accounting of all department owned property.
 - a. If the Form 624 is incomplete or there is a discrepancy, Supply Unit will send a copy of the Form 624, with any other pertinent information, to the separated employee's unit commander for resolution.
 - 1) If department issued property is not returned, the employee being separated must either replace the missing item or pay the current cash value of the item to the Police Department.
 - a) Failure to follow this procedure will result in the holding of paychecks due, until the department is compensated.
 - b. Supply Unit will forward a copy of Form 624 to the Police Personnel Section. They will complete the bottom section of Form 624 and file it in the separated employee's personnel jacket.

E. Sale of Service Sidearm to Retired Personnel:

1. Upon retirement from the Cincinnati Police Department, members shall be afforded the opportunity to purchase the Department sidearm.
2. The Fraternal Order of Police (FOP) contract establishes the sale price.
 - a. The FOP will pay the \$1.00 fee.
 - 1) The Police Department forwards these fees to the City Treasurer.
3. Retiring personnel wishing to buy a firearm will bring their present service sidearm to Employee Relations Unit at least two weeks before retirement.
 - a. Employee Relations Unit will check the firearm for correct serial number and complete a Form 17. After the retiring employee signs the Form 17, Employee Relations Unit will forward the Form 17 to the Police Chief for his signature.
 - 1) The original Form 17 will be forwarded to the Supply Unit. A copy will be placed in the retiring employee's personnel jacket.
 - b. Firearms will not be released without a signed Form 17 from the Police Chief granting approval.

F. Recognition of Service Upon Retirement:

1. Retiring members are invited to attend a retirement ceremony at a department staff meeting, preferably during their last week of active service.
 - a. The Personnel Section coordinates the department's retirement ceremonial program.
2. The Police Chief, or his representative, will give a short address and present the retiring member with a Certificate of Retirement, signifying honorable retirement status.

3. The Public Information Office will provide a photographer for the ceremony and provide the retiring member with photographs.
4. The retiring member receives a badge for each rank held throughout their career upon retirement.